

# Wisconsin Department of Regulation & Licensing

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## BARBERING & COSMETOLOGY EXAMINING BOARD

### COMPLIANCE INSPECTION REPORT INFORMATION SHEET

\*ATTACHED IS A "COMPLIANCE INSPECTION REPORT" (Form #2471) \*

While investigating consumer complaints and performing inspections of barbering & cosmetology establishments, staff of Regulation & Licensing found that many problems could have been eliminated if the credential holder had been aware of the relevant Wisconsin Statutes and Administrative Codes relating to the practice of barbering & cosmetology.

The purpose of the Compliance Inspection Form is to educate credential holders and to insure compliance with Wisconsin Statutes and Administrative Code.

Therefore, please complete the enclosed Compliance Inspection Report making sure to note the following:

- **CHECK EACH LINE INDICATING COMPLIANCE WITH AND/OR AN UNDERSTANDING OF PROCEDURES. IF YOU ARE NOT IN COMPLIANCE, TAKE WHATEVER ACTIONS ARE NECESSARY TO BRING YOUR ESTABLISHMENT INTO COMPLIANCE BEFORE COMPLETING AND RETURNING THE COMPLIANCE INSPECTION REPORT AND YOUR ESTABLISHMENT APPLICATION.**
- **SIGN THE STATEMENT OF APPLICANT.**
- **RETURN ALL PAGES OF THE COMPLIANCE INSPECTION REPORT ALONG WITH YOUR ESTABLISHMENT APPLICATION AND ANY OTHER DOCUMENTS TO THE BARBERING & COSMETOLOGY EXAMINING BOARD.**
- **PLEASE MAKE A COPY FOR YOUR RECORD/FILE**

The report will be evaluated for completeness and to determine whether all statutory and rule requirements have been met. **Compliance Inspection Reports with omissions or insufficient information will be returned for completion and will delay the processing of your establishment license.**

The Department on behalf of the board has the authority to conduct unannounced inspections/audits of the establishment to insure compliance with relevant Wisconsin Statutes and Administrative Code relating to the practice of barbering and cosmetology. Therefore, a random unannounced inspection of the establishment may occur in the future.

Thank you.